



Legal Assistant

General Information

Classification Code:	Administrative Specialist
Effective Date:	May 9, 2022
Pay Grade:	B23
FLSA Status:	Non-exempt

Position Summary

Under the supervision of the City Attorney, performs paralegal, secretarial and administrative support tasks for the City Attorney's Office. Provides legal assistance and support to attorneys, follows applicable court rules and procedures and City Attorney's Office standards. Handles confidential information, assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining [ORS 243.650]. Responds to sensitive requests for information and assistance; assists with department's budget preparation and administration. Performs related duties as assigned.

Classification Characteristics

The Administrative Specialist is responsible for performing advanced administrative duties in support of a department, division, executive, or specialized program. Administrative Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process. Applies advanced skills appropriate for the position or specialization. Adapts procedures and processes as necessary. Assignments are broad in nature and usually require originality and ingenuity.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Utilize knowledge of legal terminology, forms, documents, and procedures to provide support including drafting legal documents and correspondence, proofreading, and editing for spelling and grammar, and verifying legal citations in various documents. Conducts paralegal research by utilizing a variety of legal resource books and databases. Gather, select, classify, and compile data from various sources and prepare summary reports as requested.
- 2 Provide reception duties for the City Attorney's Office to the public and employees by telephone and in person. Directs calls and customers to proper contacts, and provides information on policies, procedures and city ordinances. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution.
- 3 Handle information that is privileged, confidential and sensitive on a regular basis. Assists in responding to citizen questions, concerns, complaints, and requests by connecting with appropriate staff members or City departments. Calms and diffuses confused or irate customers.
- 4 Set up, maintain and archives department files, both electronically and in paper form in compliance with state regulations. Maintains law library and legal volumes by replacing outdated. Updates computerized legal research programs and orders periodicals, law books and other requested materials. Maintains files by opening, filing, updating and closing files as appropriate; designs and maintains cross-reference filing index and reminder systems for legal staff. Develop clerical procedures, routines and record keeping systems.

Essential Duties	
5	Process purchase orders, invoices, credit card receipts, and requisitions for assuring proper approvals, coding and records. Orders and maintains inventory of office supplies; obtains estimates as needed.
6	Schedule and arrange for meetings and appointments in coordination with the public and department representatives; coordinate department schedules; make travel arrangements as needed. Maintains and updates the department calendar. Determines and schedules litigation deadlines.
7	Prepare and compile agenda packets; take and prepare minutes; disseminate information, as appropriate. Coordinates the preparation and distribution of meeting packets and agendas; conduct research and prepare documentation as requested for assigned meetings.
8	Assist in the preparation and monitoring of the department budget. Monitors budgeted funds and tracks and analyzes expenditures throughout the year. Makes recommendations regarding budget changes.
9	Maintain follow-up system on reports or other matters requiring action on a periodic basis.
10	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> Associate's Degree, or two-year technical certificate and 5 years of progressively responsible support experience or an equivalent combination of education and experience. Specialized knowledge specific to area of assignment may be required.
Licensing/Certifications: <ul style="list-style-type: none"> Possession of licenses and/or certifications associated with the assignment. <ul style="list-style-type: none"> A certificate of completion in legal secretarial skills from a recognized college, university, or training program, which involved learning legal terminology and legal formats and forms, may substitute for six (6) months of the required legal secretarial experience. Ability to obtain and maintain Criminal Justice Information System (CJIS) clearance within six months of employment. Must be able to pass a background check.
Technology Skills: <ul style="list-style-type: none"> Accounting software — Fund accounting software Database user interface and query software Document management software — Microsoft Office, SharePoint, OneDrive, Worldox Electronic mail software — Microsoft Office Information retrieval or legal research software — Westlaw Internet browser software — Web browser software Office suite software — Microsoft Office Presentation software — Microsoft PowerPoint Spreadsheet software — Microsoft Excel Word processing software — Microsoft Word
Knowledge Required: <ul style="list-style-type: none"> Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government

Qualifications

regulations, executive orders, agency rules, and the democratic political process.

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications.

Skills:

- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Time Management — Managing one's own time and the time of others.

Abilities:

- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.			X		
Sitting					X	11-20 lbs.		X			
Walking – Even Surface			X			21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting	X					Outdoors	X				
Crawling	X					Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low	X				
Reach – Backward	X					Noise – Moderate		X			
Climbing – stairs	X					Noise – High		X			
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat		X			
Grasping – whole hand		X				Cold		X			
Grasping – pinch grip			X			Restricted workspace	X				
Fine manipulation/feeling			X			Vibration – whole body	X				
Keyboarding				X		Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls					
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking			X		
76-100 lbs.	X					Hearing			X		
						Extended work hours		X			

Classification History

Created 2021.03

2022.05 Revisions and reformatting by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____